

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 15: Eligibility	Effective Date: November 1, 2014
	Section 8: Financial Resources	Version: 1

POLICY [NEW]

The Department of Child Services (DCS) will identify financial resources available to the assistance group during the month in which the child was removed when determining Title IV-E eligibility. See separate policy, [15.5 Assistance group](#) for additional information. The financial resources that should be considered are the resources owned by and available to the assistance group members during the removal month. Financial resources include real property and personal property. Real property is land, including buildings, fences, or other permanently affixed features. Personal property includes all tangible or intangible resources that are not categorized as real property. In evaluating the assistance group's resources, there are several key considerations:

1. Identification of [exempt and countable resources](#);
2. Availability of the resource; and
3. Equity value of the resource.

The combined countable resources of the child's assistance group in the eligibility month must not exceed \$10,000. If the combined resources exceed \$10,000, the child is ineligible for Title IV-E.

Note: Income received during the removal month should not be considered part of the assistance group's resources, but rather as earned or unearned income. See separate policy, [15.7 Income Requirements](#) for additional guidance.

Resources must be available to the assistance group in order to be counted. If the resources are not available to the assistance group in the removal month, they are exempt. Available resources include the real and personal property that an individual owns in part or in full and has the unrestricted right, authority, or legal ability to liquidate or dispose of the property or his or her share of the property.

Equity value is used to determine the value of a resource. The equity value is the fair market value of the item, less any lien or amount owed on the item.

A resource may be solely or jointly owned. Joint ownership of resources exists when the right to liquidate or dispose of the property is shared by more than one individual. When any type of account held in a financial institution, such as a bank account, is jointly owned, it is presumed that all of the funds belong to each owner. If an assistance group member co-owns real property or non-liquid personal property with another member of the assistance group, the resource is counted. If the co-owner is not a member of the assistance group, the resource is not considered available, and is not counted.

Code References

1. [42 USC 672\(a\)\(3\)\(B\)](#)

2. [45 CFR 1356.21\(l\)](#)
3. [45 CFR 233.10](#)
4. [45 CFR 233.20](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Document and verify the available resources during the removal month for all persons in the removal home;
2. Upload the supporting documentation to the Management Gateway for Indiana's Kids (MaGIK) within 30 days of removal; and
3. Contact the DCS Central Eligibility Unit (CEU) immediately for additional instructions during the child's episode in out-of-home care if information is discovered regarding the resources available to the child's assistance group income that may impact the initial eligibility determination.

The DCS CEU will:

1. Review the eligibility information in MaGIK; and
2. Make a determination of whether the assistance group's financial resources are under the resource limit.

PRACTICE GUIDANCE

If determining eligibility for a child who was removed prior to December 14, 1999, the resource limit for the assistance group is \$1,000.

Acceptable supporting documentation of the assistance group's resources includes copies of the following:

1. Removal petition documenting persons living in the removal home at the time of removal and their relationship to the child;
2. [Intake Officer's Report of Preliminary Inquiry and Assessment](#);
3. Indiana Client Eligibility System (ICES) screens (gathered by CEU);
4. Bank/investment account statements;
5. Tax documents;
6. Insurance policies;
7. Deeds and titles;
8. Loan documents;
9. Signed statement from the mortgage company, bank, real estate agency, or savings and loan institution;
10. Property tax receipts;
11. County Treasurer records;
12. Burial contracts/agreements/policies; and
13. Statement from a reliable person(s) cognizant of the facts.

When identifying the value of a car, the wholesale or "trade-in" value should be selected from one of the following sources that are available via the internet:

1. [Kelly Blue Book](#); and/or
2. [National Auto Dealers Association \(NADA\) Guide](#).

When valuing real estate, the equity value, (selling price less total liens and mortgages) may be obtained from a real estate agency, bank, or other lending institution.

FORMS AND TOOLS

1. [Title IV-E and Title IV-A/EA Information \(SF55435\)](#)
2. [Intake Officer's Report of Preliminary Inquiry and Assessment](#)

RELATED INFORMATION

Only the resources for members of the assistance group are counted in the determination of IV-E eligibility.

Countable Resources

Countable resources are items of real and personal property that are counted in determining Title IV-E eligibility. Non-exempt resources include, but are not limited to:

1. Cash on hand or cash savings;
2. Current balance in a savings account in a bank, savings and loan, credit union, or other financial institution;
3. Checking accounts other than the monthly income deposited in the removal month;
4. Stocks, bonds, mutual fund shares, revocable retirement plans, and trust funds;
5. Equity value of all non-home real property not being offered for sale such as income property or vacation homes (does not include the primary residence of the assistance group);
6. Equity value which exceeds \$1,000 in one motor vehicle;
7. Equity value of all other motor vehicles owned by the assistance group;
8. Equity value of farm or business equipment;
9. Equity value of livestock, poultry, and crops not used for home consumption;
10. Proceeds from the sale of property;
11. Cash surrender value of life insurance policies;
12. Equity value, exceeding \$1,500, of revocable prepaid funeral agreements, for each member of the assistance group; and
13. Property settlements which are part of a legal action in the dissolution of a marriage.

Exempt Resources

Exempt resources are items of real and personal property that are exempt and not counted toward the assistance group's resource limit. Exempt resources include, but are not limited to:

1. Home and surrounding property in which the child and his/her family reside;
2. \$1,000 of equity in one (1) motor vehicle (If the assistance group has more than one (1) vehicle, only one (1) vehicle may receive a \$1,000 exemption);
3. The equity value of any apparatus installed in a motor vehicle for the use of a disabled person;
4. Household items and personal effects (e.g., furniture, television, food, clothing, and jewelry);
5. Livestock, farm implements, and tools used in the production of meat, dairy products, and produce for home consumption;
6. Proceeds or interest earned from proceeds of casualty insurance received as the result of damage, loss, or theft of exempt real or personal property if it's demonstrated the proceeds are being used to replace the property;
7. One (1) burial plot for each member of the assistance group;

8. Equity value, up to \$1,500, in one (1) written funeral contract for each member of the assistance group;
9. Equity value of otherwise non-exempt property which is being offered for sale;
10. Funds in an irrevocable retirement plan;
11. Funds in an irrevocable burial trust;
12. Property involved in litigation; and
13. Real or personal property jointly owned with someone outside the assistance group (with the exception of bank accounts).